

# Lynchburg Parking Authority

## Minutes

City Manager's Office  
900 Church Street  
Lynchburg, VA 24504

Tuesday, August 10, 2010  
3:00 p.m.

**Members Present:** Michael Gillette, Randy Nelson, Ripley Owen, Tom Gerdy

**Staff Present:** Kim Payne, Norman Hale, Cheryl Foxx, Danny Marks, Susan Hargis, Lynn Watson

**Others Present:** Alicia Petska

Meeting was called to order by Councilman Gillette. The Authority welcomed Councilman Nelson to the Parking Authority.

Minutes for the July 13, 2010 meeting were approved with an amendment. (First implementation meeting is scheduled for August 11 at 1:00 p.m.)

### **Old Business**

On September 1, 2010 a pay station will be installed in the Clay Street Deck. Norman showed the Authority a draft of the off street paid signage and noted that all City of Lynchburg decks will be consistently signed. Signage will be located on each wall of the deck and in the center. The color of the signage will be green and white.

Councilman Gillette stated that School Administration employees expressed their concern about not being able to park in the middle deck on Clay Street. Gillette explained the rationale behind the decision to change this practice.

Q – Councilman Gillette – Who passed out hang tags to the School?

A - Norman Hale – Request for parking passes came to Norman from each department. Each department was given the number of parking passes they requested.

Norman Hale stated that it is the responsibility of each department to retrieve parking passes from employees who leave the City's employ. It is the responsibility of all City employees to read the parking policy and abide by the policy.

Q – Councilman Gillette - Can parking passes be reproduced?

A - Norman Hale - No.

Councilman Gillette stated that we need to be sure that only active employees have passes. We need an inventory control. We are doing what we need to do to control the distribution of parking passes per Norman Hale.

Q - Councilman Gillette - Once we begin to enforce will we have enough space for everyone?

A - Norman Hale – Yes, we are working on an overflow plan and some employees have relocated to lot C & D located at 11<sup>th</sup> & Commerce Street.

Kim Payne stated that we have several lots that we need to gain control.

Q - Tom Gerdy - How many spaces are in the Unitarian Church parking lot?

A - Norman – 30 spaces

Q - Councilman Nelson – Do you know how many people use the middle Clay Street Deck?

A - Norman Hale – Currently a number of people are using the middle level of the deck.

Norman Hale reminded the Authority that we have an obligation to provide Holy Cross with 50 spaces at any given time. Holy Cross is required to give a 24 hour notice when requesting parking spaces. These requests don't happen often. The Authority suggested that 50 spaces be roped off so customers cannot park in these spaces.

Norman Hale stated that handhelds will help us manage the parking. Handhelds will have the ability to record license plate numbers and permit numbers.

Q - Councilman Nelson – Is there any provision for long term parking for an owner?

A - Norman Hale – We are looking at the other City lots. Identifying the one's that may be under utilized. There may be some room in one of the lots. If everyone is parking in their rightful space, and we are enforcing as we should, there should be ample space. We need to address this issue. We want our parking system to accommodate everyone.

The Authority agrees that the parking system is having a positive effect.

A public meeting is scheduled for August 11, 2010 at the Unitarian Church on Court Street. Notices were passed out only on Court Street and placed on windshields. We want to educate people before the pay station is installed and give them ample notice.

Norman wants to put a person in the deck to show them how to use the pay station. There was discussion as to who this person would be. It will be a City employee. Maximum charge per day is \$5.00 (off-street only). We want to maximize our deck usage.

Norman stated that there will be an issue once the first free hour on Midtown is no longer offered. We will need to be consistent in all parking areas. Shop owners will have the ability to manage tokens. We have tokens in stock that we can offer to shop owners. Shop owners will also have the ability to pay for customers parking by cell phone. They will not have to go to the pay station. Gillette stated that we need to communicate to customers that there is a discount associated with parking all day (\$5.00/day for 8 hours).

Norman stated that there is a grace period of up to 5 minutes that can be programmed into the pay station. Shop owners could supply customers with tokens to pay for their next visit. This would be an incentive to return downtown.

Norman – Once all of the mechanisms come together you will see more compliance. Eventually, you will notice that the amount of tickets will decrease and revenue will increase. Reports show that the usage of the pay station on the Midtown Parking Deck is increasing and 70% of customers are using debit or credit cards.

Q – Councilman Nelson – Is there anything in the programming that will allow for a discount for the initial charge for the parking space?

A - Norman Hale – Customers will have the ability to pay for 6 minutes or 15 minutes of parking time. The pay station will take nickels, dimes and quarters. Norman will need the Authority's guidance as to the rate intent. The program is flexible.

Phase 2 of the proposed parking plan talks about on street parking. We can't do anything on street until it goes to City Council. Kim would prefer that the Authority be empowered by City Council to make on street parking decisions. The Authority agreed.

Councilman Gillette made a motion to request from Council in September 2010 delegation of authority for on street parking. Motion 2<sup>nd</sup> and carried.

### **Next Steps**

At this time we have 4 members on the Authority and we need 7 to be at full capacity. We will need 3 more members. Kim will communicate with Lynch's Landing about appointing a board member. Norman will contact businesses such as Genworth. Council has to make the appointments.

Councilman Gillette reiterated that as Vice Chair he is acting as chairman until such time that the Authority is at full capacity and a chairman can be chosen. Gillette recommends reconsidering the chairmanship once the Authority is at full capacity. We should have a chairman that is not a council member.

Councilman Gillette discussed a Virginia Beach article regarding handicap parking. After discussion of the article, Norman stated that we do provide for handicap parking consistent with state law and that there is no charge for handicap parking. This practice will continue once pay stations are installed. And, a vehicle designated with a handicap tag or plate will be able to park in a handicap space at no charge.

Councilman Gillette – Do you want to respond to the article regarding meters on Main Street that referenced some localities removing their pay stations?

Kim stated that if we don't move forward with the program that the pressure will build again. Gillette is convinced we are going in right direction. This makes since over time. We need to continue executing. We will have a system that is flexible enough that we can change rates.

Tom Gerdy - What are other localities doing in regards to giving their customers the incentive to return downtown? Norman will contact other localities.

Kim stated that once we start generating revenue we can put it back in the system.

Norman stated that we need to go to council to move this plan forward.

Next meeting is scheduled for October 12, 2010

Meeting adjourned